How to Complete a Claim for Reimbursement

CHILD NUTRITION UNIT, ADE

(501) 324-9502

ARKANSAS DEPARTMENT OF EDUCATION
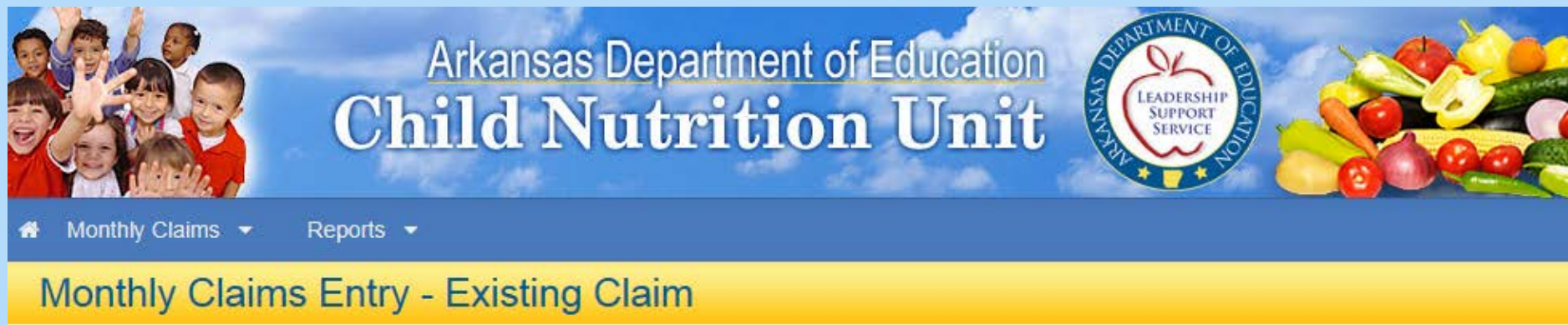
This information is geared towards those who create and input information into the On-line claim form, in order to receive reimbursements from the USDA and the Child Nutrition Unit of the Arkansas Department of Education. This will walk you through, step-by-step, each area of the On-line claim form. It also shows those who approve the form, items to look for that may be incorrect.

- This program works best if **NO OTHER PROGRAMS OR BROWSER WINDOWS** are open!

- Due to the memory capacity of this program, **SAVE** often. At the very least, save after inputting information in each tab.

- This program has a **short "timeout"**.   It will be helpful if a paper copy is completed, prior to inputting data.

- During the summer months, **one claim type** must be submitted (regular, summer, seamless summer), **before entering another claim type**. You only have to enter one type of claim for the Financial Information to carry over to the next month.

- The prior month claim **must be paid** (999 status) before entering the next claim.

Question 1

1. How often should you save your claim?
   a. At the end of completing the claim
   b. After you enter data under each tab
   c. As often as possible
   d. B and C

Question 1

1. How often should you save your claim?
   a.
   b. After you enter data under each tab
   c. As often as possible
   d. B and C

The answer is After you enter data under each tab AND as often as possible.

SAVE, SAVE, SAVE

To get to the Arkansas Department of Education Website, type in:

www.arkansased.gov

Click the letter "C"

Click on "Child Nutrition Unit"

Click on "Link to Child Nutrition On-Line Claim Application"

There are hints available at the:
- "Helpful Hints for CN On-Line Claim Application"
- "Instruction for Completing the Aid for Efficient On-Line Properties"
- "Aid for Efficient On-Line Claim Preparation."

The following information shows instructions in the green area at the bottom of each page.

Arkansas Department of Education
Child Nutrition Unit

Monthly Claims   Reports

Welcome to the On-line Claim Reimbursement Application!!!

The opening page looks like a blank page with a header on it.

It will show the welcome to the page.
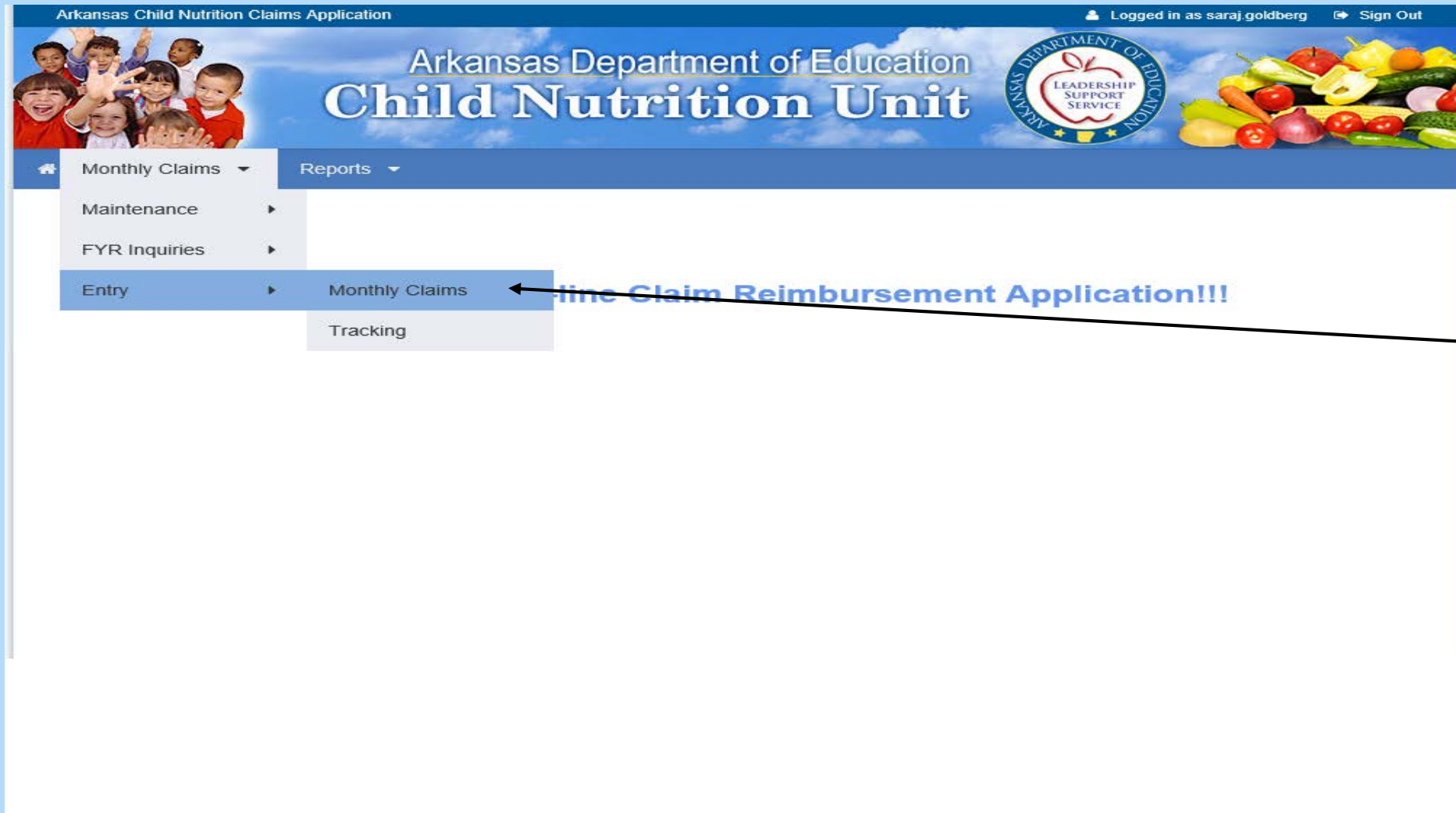
The opening page looks like a blank page with a header on it.

Hover over the words
1. "Monthly Claims",
2. "Entry"
Then click on the 2nd words "Monthly Claims"

This will open the page to begin a new claim.

"Fiscal Year" - Put in the fiscal year, for example, if the school year is the 2017-2018 school year, the fiscal year would be 2018

"School Term" - Click on the school term. If it is during the regular school year, click "Regular."

The 7 digit "LEA" number, for your School District, should automatically appear

"Effective Date" - Put in the month and year for the new claim. If the claim is for March of 2018, put in 03-2018

To go back to a claim, enter the Effective Date of that claim.

This will bring up the "ADD" button.

(ONLY IF THIS MONTH AND YEAR'S CLAIM HAS NOT BEEN PREVIOUSLY ENTERED.)

Click on the "ADD" button and start your claim.

This is what this section looks like in the on-line claim system.

Arkansas Department of Education
Child Nutrition Unit

Monthly Claims ▼   Reports ▼

Monthly Claims Entry - Existing Claim

0000 000   Fiscal Year 2016   🔍 Search   🖨 Print   🖨 Help

District   Royale   Superintendent   Mr. Sean Connery   Phone   555-123-4567

No. Schools   11   Breakfast   11   Lunch   11   Severe Need Breakfast   11   Safety Net   Yes

Federal ID   716012345   Days Served: Regular   178   Summer   0   Seamless Summer   0

Provision Two   No   Charter School   No   Performance Based   Yes   Performance Based Date   12/1/2012

Community Eligibility   Yes   DUNS#   099123456   Stop Code   No

Effective Date   01/31/2016   School Term   R   Entry Date   02/08/2016   Prepared By   Ms. Moneypenny

This is information that is gathered from the completed yearly agreement or the agreement renewal.

If information has changed, please mail/fax a letter on School District letterhead, signed by the superintendent, stating the change, and we will update it in the system.

This is what this section looks like in the on-line claim system.

1A

1. A. **Number of schools in district** Number of schools reported to Arkansas Department of Education on Program Schedule A

This is what this section looks like in the on-line claim system.

1B

B. Number of schools with Breakfast Number of schools with Breakfast Program and Number of schools with Lunch Program
And Lunch as reported to Arkansas Department of Education.

This is what this section looks like in the on-line claim system.

1C

C. Schools Eligible for *Safety Net* as identified by Safety Net list on Forms page of Child Nutrition website.

This is what this section looks like in the on-line claim system.

D. Number of *Severe Need Schools* As approved on 2017-18 Severe Need Documentation of Eligibility for each school district

CHILD NUTRITION UNIT - ARKANSAS DEPARTMENT OF EDUCATION
CLAIM FOR REIMBURSEMENT for ALL CHILD NUTRITION PROGRAMS

2015-2016   Regular [X]
School Term   Summer [ ]
                   Seamless Summer [ ]

LEA NUMBER   0000 000   DISTRICT   Royale   MONTH   February   YEAR   2016

SUPERINTENDENT   Mr. Sean Connery   1.A. NUMBER OF SCHOOLS IN DISTRICT   4

PREPARED BY   Ms. Moneypenny   PHONE NUMBER   555-123-4567   FAX

1.B. NUMBER OF SCHOOLS WITH
BREAKFAST   4   LUNCH   4   1.C. ELIGIBLE FOR SAFETY NET
                                             YES   [X]   NO   [ ]   1.D. NUMBER OF SEVERE NEED
                                                                                         BREAKFAST SCHOOLS   4

1A

1C

1A

1D

This is what the information looks like on the paper copy of the claim.

First the "Quarterly" tab.
Remember whole numbers ONLY, it is not possible to have a partial student (Always Round UP)

E. **ADM/ADA** Most recent Average Daily Membership (ADM) and Average Daily Attendance (ADA) as reported through Arkansas School Computer Network (APSCN) for schools participating in each program.

The claim will be deleted if this is incorrect

1E

- ADM (Average Daily Membership) - How many Pre-K / K-12 students are enrolled at the schools?
- ADA (Average Daily Attendance) – What is the average number of Pre-K – K-12 students who actually attended school? (This can be found on your Cycle reports, the numbers may be the same for 1 Quarter, or 3 weeks)

Enter the numbers for Lunch and Breakfast. The ADM lunch and ADM breakfast are usually the same and the ADA lunch and ADA breakfast are also the same.

Please be sure to put your numbers in the correct category, is the number the ADM Pre-K Breakfast, or the ADM K-12?

Is the number the ADM or the ADA?

1E

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	88	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Quarterly   Financials   Breakfast / Lunch

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date 02/16/2016   Transaction Code 1   Errors 0

Errors   Exit

The claim will be deleted if this is incorrect

1E

- ADM (Average Daily Membership) - How many Pre-K / K-12 students are enrolled at the schools?
- ADA (Average Daily Attendance) – What is the average number of Pre-K – K-12 students who actually attended school? (This can be found on your Cycle reports, the numbers may be the same for 1 Quarter, or 3 weeks)

Enter the numbers for Lunch and Breakfast. The ADM lunch and ADM breakfast are usually the same and the ADA lunch and ADA breakfast are also the same.

1F

F. Eligibles Highest number eligibles, by count of source documents (i.e.: applications and lists) on any day during the month.

The claim will be deleted if this is incorrect

1F

- No. Free Eligible – This is the number of **enrolled** students who are **eligible** to receive a free lunch.
- No. Reduced Eligible – This is the number of **enrolled** students who are **eligible** to receive a reduced price lunch.

The numbers for Breakfast and Lunch should be the same.

CEP schools should have zeros under the Reduced Eligible.

F. These numbers are rarely if ever different.

If a student qualifies for Free Lunch, he/she qualifies for Free Breakfast

1F

		Pre-K	K-12			Pre-K	K-12			Breakfast	Lunch
Quarterly	Financials	Breakfast / Lunch									
Breakfast Last QTR	ADM	88	5579	ADA		88	5332		No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA		88	5332		No. Reduced Eligible	0	0
									Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date	02/16/2016	Transaction Code	1	Errors	0

[☰ Errors] [Exit]

The claim will be deleted if this is incorrect

1F

- No. Free Eligible – This is the number of **enrolled** students who are **eligible** to receive a free lunch.
- No. Reduced Eligible – This is the number of **enrolled** students who are **eligible** to receive a reduced price lunch.

The numbers for Breakfast and Lunch should be the same.

CEP schools should have zeros under the Reduced Eligible.

Quarterly   Financials   Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	5579	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	5579	5332	No. Reduced Eligible	0	0
							Days Served	18	18

1G

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date	02/16/2016	Transaction Code	1	Errors	0

≡ Errors   Exit

G. **Days served** Number of days meals are served during the month.

The claim will be deleted if this is incorrect

1G
- How many days was Breakfast served?

- How many days was Lunch served?

1E

| 1.E. | Breakfast | ADM Last Quarter | | Pre-K | 40 | K-12 | 1253 | ADA Last Quarter | | Pre-K | 36 | K-12 | 1195 |
| | Lunch | ADM Last Quarter | | Pre-K | 40 | K-12 | 1253 | ADA Last Quarter | | Pre-K | 36 | K-12 | 1195 |

1F

1.F.	FREE ELIGIBLES		BREAKFAST	771	LUNCH	771
	REDUCED ELIGIBLES		BREAKFAST	110	LUNCH	110
1.G.	DAYS SERVED		BREAKFAST	20	LUNCH	20

1G

| 2. ACTUAL FUNDS AVAILABLE DURING MONTH | | 3. ACTUAL CASH EXPENDITURES DURING MONTH | |
| A. Opening Cash Balance | 0.00 | A. Food | 30,811.16 |

This is what the information looks like on the paper copy of the claim.

The claim will be deleted if this is incorrect

The ADM and ADA are VERY rarely the same.

If the ADA is the same number as the ADM, what is being said is **every** student attended school **every day**.

Now the "Financials" tab.

Quarterly   Financials   Breakfast / Lunch

Funds Available

		Expenditures	
Opening Cash Balance	0.00 ← 2A	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15

Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date		Transaction Code	1	Errors	0

2A. **Opening cash balance -** Same as closing cash balance on the prior month's claim.
This number is automatically put in from the previous month, it cannot be changed.

How much was actually received from ADE/CNU during the CLAIM month?
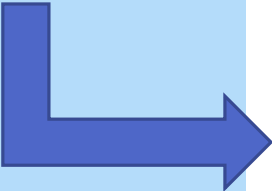
For example, in February, was December **AND** January received or was just January received?

The claim will be deleted if this is incorrect

Quarterly   Financials   Breakfast / Lunch

Funds Available

			Expenditures	
Opening Cash Balance	0.00		Food	32480.85
Federal Reimbursement	64478.89 ← 2B		Labor	30915.47
Student Meal Income	272.94		Loan Repayment	7544.73
Adult Meal Income	832.25		Other	4668.91
Ala Carte Meal Income	897.60		Total Expenditures	75609.96
Contract Meal Income	0.00			
Loan to Program	7285.33			
Other Cash Income	1842.95			
Total Income	75,609.96		Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities	9160.20		USDA Donated Food Inventory	14494.15

Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M)   64,975.71

Pay Date		Transaction Code	1	Errors	0

2B. Federal Reimbursement - All federal reimbursement received during the month from ADE CNU.
All monies received within the month of this claim.

State Matching, Equipment Grants, FFVP, DHS payments etc., DO NOT GO IN HERE.
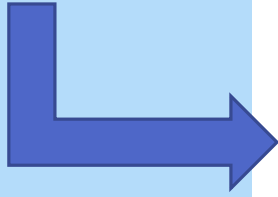
The claim will be deleted if this is incorrect

Equipment Grants, FFVP, or DHS payments **DO NOT** belong on this claim!

Quarterly | Financials | Breakfast / Lunch

Funds Available

			Expenditures	
Opening Cash Balance	0.00		Food	32480.85
Federal Reimbursement	64478.89	← 2B	Labor	30915.47
Student Meal Income	272.94		Loan Repayment	7544.73
Adult Meal Income	832.25		Other	4668.91
Ala Carte Meal Income	897.60		Total Expenditures	75609.96
Contract Meal Income	0.00			
Loan to Program	7285.33			
Other Cash Income	1842.95			
Total Income	75,609.96		Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20		USDA Donated Food Inventory		14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date		Transaction Code	1	Errors	0

2B. Federal Reimbursement - All federal reimbursement received during the month from ADE CNU.
All monies received within the month of this claim.

Quarterly | Financials | Breakfast / Lunch

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94 ← 2C
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities 9160.20 · USDA Donated Food Inventory 14494.15

Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date		Transaction Code	1	Errors	0

2C. **Student meal income -** All money collected during the month for student breakfasts, lunches, and snacks.

2D. **Adult meal income** - All money collected during the month for adult breakfasts, lunches, and snacks.

2E. A la carte income - All money collected during the month for a la carte items, including additional meal components and extra milk.

2F. Contract meal income - All money collected during the month for banquets, contract meals for Headstart, Pre-K senior citizens, and any other contracted function.

Is it usual to take out another loan to repay a loan? NO it is not.

Either 2G or 3C should be zero.

Quarterly | Financials | **Breakfast / Lunch**

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33 ← 2G
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
3C → Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15

Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date		Transaction Code	1	Errors	0

2G. Loans to program - Designated funds transferred to program from district operating fund or any other loan source.

Equipment Grants, FFVP, or DHS payments **DO NOT** belong on this claim!

Save Often

| Quarterly | Financials | Breakfast / Lunch |

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95	← 2H
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

| Ending Food Inventory, excluding USDA Commodities | 9160.20 | | USDA Donated Food Inventory | 14494.15 |

| Due Fed | 64975.71 | Contract | 0.00 | Other | 0.00 | Total | 64975.71 |

Total Reimbursement Due District (B/L/S/M) 64,975.71

| Pay Date | | Transaction Code | 1 | Errors | 0 |

2H. **Other cash income -** All other income received during the month, including, but not limited to, state matching funds, interest on investments and reimbursements from DHS.

3A. **Food** – All food expenditures for all program areas.

3B. **Labor** - All labor expenditures for all program areas.

Is it usual to take out another loan to repay a loan? NO it is not.

Either 2G or 3C should be zero.

3C. Loan repayment - All expenditures for repayment to the district of loans to program.

3D. Other expenditures - Total of all other expenditures from the child nutrition account during the month.

4. **Closing Cash Balance** - Subtract 3E (Total Expenditures) from 2I (Total Income). This **WILL NOT or CAN NOT be a negative number.** This number is automatically calculated.

Are any payments owed for bills? If so, this will go on line 5.

Quarterly | Financials | Breakfast / Lunch

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

5 →

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities 9160.20   USDA Donated Food Inventory 14494.15

Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

Pay Date		Transaction Code	1	Errors	0

5. Amount of unpaid bills for food, labor and other purchases. This amount is rarely zero, a zero means nothing is owed to anyone.

Save, save, save

| Quarterly | Financials | Breakfast / Lunch |

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

| Food | 35441.51 | Labor | 31000.00 | Other | 3300.00 | Total | 69741.51 |

6 → Ending Food Inventory, excluding USDA Commodities: 9160.20   USDA Donated Food Inventory: 14494.15

| Due Fed | 64975.71 | Contract | 0.00 | Other | 0.00 | Total | 64975.71 |

Total Reimbursement Due District (B/L/S/M): 64,975.71

| Pay Date | | Transaction Code | 1 | Errors | 0 |

Can't and shouldn't be zero!!!!
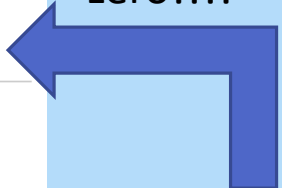
6.   a. **Value of inventory** of all food, excluding USDA Donated Foods (commodities)
     b. **Value of inventory** of all USDA Donated Foods (commodities) .
Be as accurate as possible, if there was an insurable accident (fire, flood, tornado), the reimbursement would be for the amounts listed here.

How much does ADE/CNU we really owe the school district?

Put in the total of this claim, and any other claim that has not been received for payment, as of this month.

Save, save, save

Quarterly   Financials   Breakfast / Lunch

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

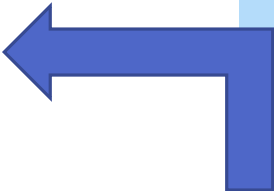|							
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51

Ending Food Inventory, excluding USDA Commodities   9160.20   USDA Donated Food Inventory   14494.15

7 → Due Fed 64975.71   Contract 0.00   Other 0.00   Total 64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71
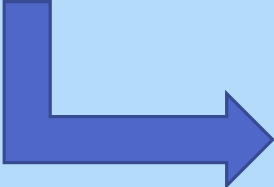
Pay Date _____   Transaction Code 1   Errors 0

7. Funds due program, including federal reimbursement claimed but not received, contract meals served but not paid, and any other funds due program, (*including funds due from THIS claim for reimbursement*).

2. ACTUAL FUNDS AVAILABLE DURING MONTH		3. ACTUAL CASH EXPENDITURES DURING MONTH	
A. Opening Cash Balance	0.00	A. Food	30,811.16
B. Federal Reimbursement	49,719.61	B. Labor	22,393.17
C. Student Meal Income	6,788.82	C. Loan Repayment	12,079.95
D. Adult Meal Income	1,890.00	D. Other Expenditures	3,577.79
E. A la carte Income	0.00	E. Total	68,862.07
F. Contract Meal Income	10,097.56		
G. Loans to Program	0.00		
H. Other Cash Income	366.08		
I. Total	68,862.07	4. CLOSING CASH BALANCE	0.00

5. UNPAID BILLS:	FOOD	35,119.46	LABOR	22,393.17	OTHER	0.00	TOTAL	57,512.63
6.A. ENDING FOOD INVENTORY, EXCLUDING USDA COMMODITIES:			TOTAL	10,982.69	6.B. USDA DONATED FOOD INVENTORY:		TOTAL	6,922.96
7. FUNDS DUE PROGRAM:	FED. REIMB.	56,713.94	CONTRACT	5,566.86	OTHER	419.93	TOTAL	62,700.73

This is what the information looks like on the paper copy of the claim.

Breakfast / Lunch Tab

The claim will be deleted if this is incorrect

Breakfast		8A			Lunch	8B		
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39				
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68				
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06
	Severe	0	0.2900	0.00				
Total Serv	Std	17486		0.00		286003	9B	747186.19
	Severe	154333		0.00				
Total Breakfast	Std			6653.46	Performance Based		9C	
	Severe			302631.07		286003	0.0600	17160.18
Total Reimbursement	Breakfast	9A		309284.53	Lunch			764,346.37

No. of Adult Breakfasts Paid   10 → 157   No. of Adult Lunches Paid   3468

Free   0   Free   300

No. of Contract Meals; Breakfast, Lunch and Snacks   0

Total Reimbursement Due District (B/L/S/M) 1,079,298.38

Whole numbers ONLY in this section, there can't be a partial student (Always Round UP)

Questions 2 and 3

2. "Loans to Program" and "Loans Repayment", one of these can have a number but the other should be zero, or both zero.
   a. True
   b. False

3. When calculating the amount to put into line #7 "Funds Due Program: Fed. Reimb.", you should:
   a. Calculate all the months claim totals
   b. Only put in the amount still due the School District, including previous month if not yet paid
   c. Always leave this a zero since no money is due the School District
   d. Make up a number to put into this area

Questions 2 and 3

2. "Loans to Program" and "Loans Repayment", one of these can have a number but the other should be zero, or both zero.
   a. **True**
   b.

3. When calculating the amount to put into line #7 "Funds Due Program: Fed. Reimb.", you should:
   a.
   b. **Only put in the amount still due the School District, including previous month if not yet paid**
   c.
   d.

Quarterly   Financials   **Breakfast / Lunch**   Snack / Milk Enrollment   Snack / Milk Reimbursement

Breakfast ↓ 8A

Free	Std	938	1.6600	1557.08
	Severe	139361	1.9900	277328.39
Reduced	Std	278	1.3600	378.08
	Severe	14972	1.6900	25302.68
Paid	Std	16270	0.2900	4718.30
	Severe	0	0.2900	0.00
Total Serv	Std	17486		0.00
	Severe	154333		0.00
Total Breakfast	Std			6653.46
	Severe			302631.07
Total Reimbursement	Breakfast			309284.53

Lunch ↓ 8B

213095	3.0900	658463.55
27782	2.6900	74733.58
45126	0.3100	13989.06
286003		747186.19
Performance Based		
286003	0.0600	17160.18
Lunch		764,346.37

No. of Adult Breakfasts Paid   157   No. of Adult Lunches Paid   3468

Free   0   Free   300

No. of Contract Meals; Breakfast, Lunch and Snacks   0

Total Reimbursement Due District (B/L/S/M)   1,079,298.38

8. Enter total **breakfasts (8.A.)** and **lunches (8.B.)** served to students by category (free, reduced price, paid). The system will automatically calculate the total dollar amount for reimbursement for each line, according to the numbers put in.

Once this is saved, after putting in the breakfast and lunch numbers, the "Performance Based Reimbursement" total will tally into the "Total Reimbursement Due District."

Breakfast

					Lunch		
Free	Std	938	1.6600	1557.08	213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39			
Reduced	Std	278	1.3600	378.08	27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68			
Paid	Std	16270	0.2900	4718.30	45126	0.3100	13989.06
	Severe	0	0.2900	0.00			
Total Serv	Std	17486		0.00	286003	9B→	747186.19
	Severe	154333		0.00			9C↓
Total Breakfast	Std			6653.46	Performance Based		
	Severe			302631.07	286003	0.0600	17160.18
Total Reimbursement	Breakfast	9A→		309284.53	Lunch		764,346.37

No. of Adult Breakfasts Paid   157   No. of Adult Lunches Paid   3468

Free   0   Free   300

No. of Contract Meals; Breakfast, Lunch and Snacks   0

Total Reimbursement Due District (B/L/S/M) 1,079,298.38

9. The system will automatically calculate the TOTAL (9A) for Breakfast and the TOTAL (9B) for Lunch. It will also calculate the TOTAL for Lunch Performance Based Reimbursement (9.C) after you have pressed save.

Are the adults who are eating a free breakfast or lunch, really supposed to? This should be for those working in the cafeteria for the entire shift. (This is one of the things checked on your Review.)

If you have any questions on this, please contact your Area Specialist at 501-324-9502.

10. Enter number of breakfasts and lunches served to adults and number of contract meals served.
Refer to the USDA memo regarding pricing of adult meals:
http://www.arkansased.gov/public/userfiles/Fiscal_and_Admin_Services/Child_Nutrition/USDA/FNS-782-5_-_Adult_Meal_Pricing.pdf

8.A. COMPUTATION OF BREAKFAST REIMBURSEMENT						8.B. COMPUTATION OF LUNCH REIMBURSEMENT				
BREAKFAST CATEGORY	TOTAL BREAKFASTS	RATE	REIMBURSEMENT			LUNCH CATEGORY	TOTAL LUNCHES	RATE	REIMBURSEMENT	
Free	0	1.66	0.00			Free	0		0.00	
	5684	1.99	11,311.16				12338	3.09	38,124.42	
	(severe need)						(safety net)			
Reduced	0	1.36	0.00			Reduced	0		0.00	
Price	447	1.69	755.43			Price	1543	2.69	4,150.67	
	(severe need)						(safety net)			
Paid	0	0.29	0.00			Paid	0		0.00	
	497	0.29	144.13				3771	0.31	1,169.01	
	(severe need)						(safety net)			
9.A. Total Brkft Reimb.	**6628**		**12,210.72**			**9.B. Total Lunch Reimb.**	**17652**		**43,444.10**	
						Perfomance Based	**17652**	**0.06**	**1,059.12**	

10. No. of Adult Breakfasts			Paid	0	No. of Adult Lunches			Paid	543
			Free	185				Free	272
No. of Contract Meals; Breakfast,Lunch and Snacks				0					

This is what the information looks like on the paper copy of the claim.

If numbers are put under the Snack/Milk Enrollment tab,

then there must be something under the Snack/Milk Reimbursement tab

Quarterly   Financials   Breakfast / Lunch   Snack / Milk Enrollment   Snack / Milk Reimbursement

Number of Schools with Snack

Area Eligible	1
Free, Reduced, Paid	0

11A

No. Schools with Milk   0

Snack Program Enrollment

Area Eligible	68
Free, Reduced, Paid	0
Total Snack	68

11B

		Snack
ASP	Pre-K	0
	K-12	54

11C

		Milk
ADM Last Qtr	Pre-K	0
	K-12	0
ADA Last Qtr	Pre-K	0
	K-12	0
		0
		0

No. of Free Eligible	54
No. of Reduce Eligible	0
No. of Days Served	14

11D

11E

Total Reimbursement Due District (B/L/S/M) 29,339.56

POTENTIAL BINDING ERROR

Whole numbers ONLY, there can't be a partial student (Always Round UP)

GUESS WHAT?
SAVE

This is automatically put in with information from the School District's Policy and Agreement, Schedule A.

If the School District has not been approved for a Snack Program, these tabs will not be available.

11. A. Number of schools in Afterschool Snack Program - Indicate number of schools that receive **Area Eligible** reimbursement for Afterschool Snacks (all students free) and the number that receive **NON Area Eligible** (FREE, REDUCED, & PAID) reimbursement.

How many students were qualified to get snacks.

This should not be the whole school, not everyone qualifies to get snacks.

GUESS WHAT?
SAVE

11B. Enrollment in Afterschool Snack Program - Enter afterschool snack program enrollments based on method of reimbursement used to claim afterschool snacks i.e., Area Eligible or NON Area Eligible.

Please note:
ASP is Average Student Participation

Do not put all the snacks served here, put the **_Average_ Student Participation**

Whole numbers ONLY, can't have a partial student (Always Round UP)

GUESS WHAT?
SAVE

Snack / Milk Enrollment tab (selected)
Tabs: Quarterly | Financials | Breakfast / Lunch | Snack / Milk Enrollment | Snack / Milk Reimbursement

Number of Schools with Snack

Area Eligible	1
Free, Reduced, Paid	0
No. Schools with Milk	0

ASP — 11C
Snack
Pre-K 0
K-12 54
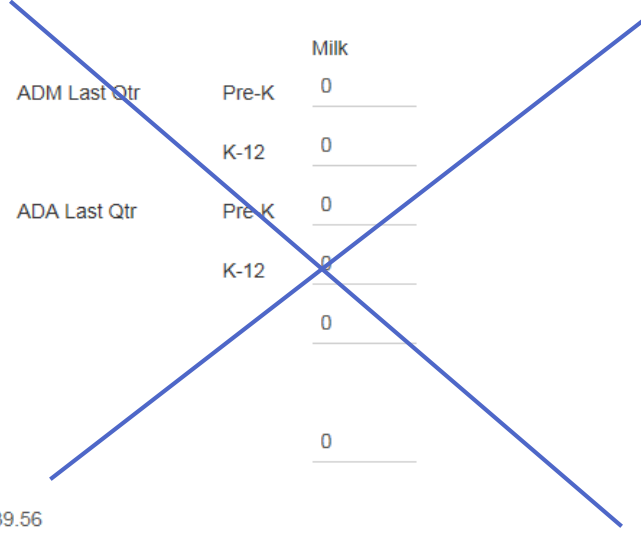
No. of Free Eligible 54
No. of Reduce Eligible 0
No. of Days Served 14

Snack Program Enrollment

Area Eligible	68
Free, Reduced, Paid	0
Total Snack	68

Milk
ADM Last Qtr Pre-K 0
K-12 0
ADA Last Qtr Pre-K 0
K-12 0
0
0

Total Reimbursement Due District (B/L/S/M) 29,339.56

11 C. Average Attendance - Enter Afterschool Program Average MONTHLY Attendance for claim month. To calculate **add the number of students attending** each day the afterschool program operated during the month and divide by the number of serving days Afterschool Snacks were served during the month. Claims cannot exceed the program Average Attendance multiplied by the number of serving days.

GUESS WHAT?
SAVE

11D. No. of Eligibles - Complete ONLY for NON Area Eligible Afterschool Snack Program Schools. Number of Eligibles equals the HIGHEST number of afterschool snack eligibles (Free & Reduced price) by count of student source documents on any day during the month.
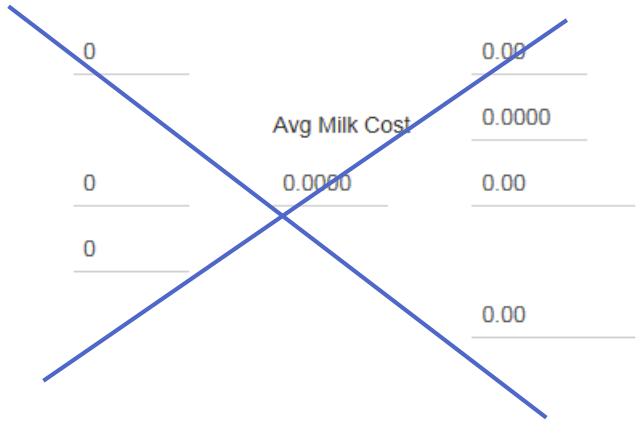
12. Enter total number of Afterschool Snacks served to students **by type of Program**
- Area Eligible (ALL Free) or
- NON Area Eligible (Free, Reduced, or Paid). Multiply by the assigned rates and enter reimbursement amount on the claim.

13. The system will automatically calculate the total of afterschool snacks served and the total amount of reimbursement claimed for afterschool snacks.

Disregard 14, 15, and 16, we do not have a Milk Reimbursement Program in the State of Arkansas since we serve milk at both breakfast and lunch.

Last of all, SAVE

If a number is put here,

then there must be something here

POTENTIAL BINDING ERROR

Binding Error Code - 957B Afterschool Snacks Greater than Zero But Snack Total =Zero
This is the paper copy of this portion of the claim.

| Quarterly | Financials | Breakfast / Lunch | Snack / Milk Enrollment | Snack / Milk Reimbursement |

Snack

Milk

Area Free	746		
N-Area Free	0		
Total Free	746	0.8400	626.64	0		0.00
Reduced	0	0.4200	0.00		Avg Milk Cost	0.0000
Paid	0	0.0700	0.00	0	0.0000	0.00
Total Served	746		0.00	0		
Total Reimbursement			626.64			0.00

Total Reimbursement Due District (B/L/S/M)   29,339.56

18 →

18. Total Combined Reimbursement for ALL Child Nutrition Programs. The system adds lines 9A, 9B, 9C, and 13. This amount will match the voucher amount of direct deposit if the claim is correctly completed. YOU CANNOT CHANGE THIS NUMBER.

Quarterly | Financials | Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12			Breakfast	Lunch
Breakfast Last QTR	ADM	59	670	ADA	56	652	No. Free Eligible		422	422
Lunch Last QTR	ADM	59	670	ADA	56	652	No. Reduced Eligible		61	61
							Days Served		18	18

Total Reimbursement Due District (B/L/S/M)   27,056.30

Pay Date _____   Transaction Code   1   Errors   5

✔ Save   ☰ Errors   ✏ Submit   Exit

Always check the errors.

This tells how many errors there are within this claim.

The second to last step is to check for errors. Save, one last time, then click on the "Errors" button at the bottom of the screen.

Arkansas Department of Education
Child Nutrition Unit

LEADERSHIP
SUPPORT
SERVICE

Monthly Claims ▼   Reports ▼

Monthly Claims Entry - Existing Claim

35 N NUMBER SERVED FREE BREAK. THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

36 N NUMBER REDUCED BREAKFASTS THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

37 N NUMBER SERVED PAID BREAK. THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

38 N TOTAL SERVED BREAKFAST THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

Look over all the errors and make certain the reasons for the errors are clear and corrected if needed. If it is a "B" error, the claim can not be submitted until the error has been corrected.

Double check the claim, have 2 sets of eyes look at the claim prior to submission.

*Once the claim has been approved, and an error is found, the claim has to be **DELETED** by ADE/CNU, and recreated by the enterer, resubmitted by the submitter. Then reapproved by the approver.*

Has the claim been double checked to be certain it is correct.

If the claim has been submitted, but not approved, and an error is found after the submission, contact ADE/CNU to have the claim released, so corrections can be made. Please be certain to double check the claim before submitting.

18. Total Combined Reimbursement for All District Child Nutrition Programs: 49,719.61

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds.
Further, I fully understand that I may be prosecuted under applicable provisions of the Criminal Code of the United States for knowingly or willfully making a False Statement, Filing a False Report(s) and/or Filing a False Claim(s) For Reimbursement and if convicted may be fined up to $250,000 or imprisoned up to five (5) years, or both, pursuant to 18 U.S.C. 1001 (False Statements), 18 U.S.C. 287 (False Claim(s)). I understand that I may be prosecuted under other applicable provisions of the Criminal and Civil Code of the United States and applicable laws of the Arkansas Criminal Code Annotated.

2/4/2016

Date

7CFR Parts 210.8 and 220.aa

0000sconnery

Name and Title

19.
0000sconnery

Signature

ADE FORM NO. FIN 01-00-005-Rev 10/13

The approver is agreeing to the legal paragraph listed above, beginning with "I **CERTIFY** that…", and should read this before agreeing to it.

19. The On-Line Claim for Reimbursement Approver should review and analyze all meal and afterschool snack counts to ensure accuracy as specified in the regulations. Please be reminded that the person who actually aggregates/calculates/prepares the claim for reimbursement CANNOT approve the on-line claim. As a matter of internal control the district Group Manager needs to assign a second party to verify the claim and supporting documentation are correct prior to submission for approval.

18. Total Combined Reimbursement for All District Child Nutrition Programs: 49,719.61

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds.

Further, I fully understand that I may be prosecuted under applicable provisions of the Criminal Code of the United States for knowingly or willfully making a False Statement, Filing a False Report(s) and/or Filing a False Claim(s) For Reimbursement and if convicted may be fined up to $250,000 or imprisoned up to five (5) years, or both, pursuant to 18 U.S.C. 1001 (False Statements), 18 U.S.C. 287 (False Claim(s)). I understand that I may be prosecuted under other applicable provisions of the Criminal and Civil Code of the United States and applicable laws of the Arkansas Criminal Code Annotated.

19.

2/4/2016	0000sconnery	0000sconnery
Date	**Name and Title**	**Signature**

7CFR Parts 210.8 and 220.aa   **ADE FORM NO. FIN 01-00-005-Rev 10/13**

This is what the information looks like on the paper copy of the claim.

Question 4

4. I don't ever have to double check my claim before submitting it, it should be correct, right?
    a. True
    b. False

Question 4

4. I don't ever have to double check my claim before submitting it, it should be correct, right?

    a.

    b. False

The submitter should always double check the claim before submitting!

Tells when payment was processed, payment issued within 5 days.

To add a new "View", "Entry", or "Submit" person

o Talk to the Group Manager (usually the tech person), at the School District

o View – can see claim but do nothing else

o Entry – can see the claim and enter data

o Submit – can see the claim, enter data, and submit it to the approver

    o Each person set up should be set up for **1 group** only, more will cause issues and will not allow person access to the site.

To change your Claim Approver or Group Manager:

o Send the correct form to ADE Security

    • (found at https://adedata.arkansas.gov/security/)

        • Go to "Forms"

        • Click on "Child Nutrition District Approver", or "Child Nutrition Group Manager"

    • This must be signed by the Superintendent

To get help with your claims:
o Please call 501-324-9502 and ask for Saraj Goldberg or claims assistance
o Email questions to saraj.goldberg@arkansas.gov